

## DEPUTY CITY MARSHAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of duties in the enforcement of state statutes, city ordinances and other city regulations as defined in state statutes and city ordinance on any real property owned, leased or otherwise under the control of the City of Las Vegas; maintain custody and control of prisoners being transported or detained while in lawful custody.

### **SUPERVISION RECEIVED**

Receives direct supervision from the Deputy City Marshal Sergeant or designee and higher level staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Patrol city parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.
2. Respond to calls and complaints occurring at parks, recreation facilities or other assigned city property.
3. Collect, process, photograph and present evidence, including fingerprints, fibers, blood and related physical evidence.
4. Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while performing work activities.
5. Direct traffic at special events and emergencies or congested situations.
6. Prepare reports on operations and activities.
7. Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.
8. Apprehend, arrest and maintain custody of offenders; transport offenders to jail, court, medical facilities and any other designated locations as required by law.

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**Essential Functions:**

9. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
10. Participate in investigating incidents and coordinating law enforcement efforts with local authorities.
11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
12. Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

**Marginal Functions:**

1. May gather crime-related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
2. Participate in public education and school information programs.
3. Participate in crime prevention activities; interact with local citizens and community groups.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and procedures of law enforcement.  
General law enforcement procedures and regulations.  
Basic first-aid and CPR practices and techniques.  
Basic self-defense tactics.  
Basic interviewing techniques.  
General laws pertaining to use of city parks and recreational facilities, and the enforcement of federal, state and local laws concerning the use of public facilities.  
Basic report writing techniques.

**Ability to:**

Learn law enforcement methods and procedures, including patrol, prevention, traffic control, investigation and identification techniques.  
Learn criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors.  
Learn offensive and defensive weapons nomenclature and theory.  
Learn interviewing and interrogation techniques.

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**Ability to:**

Learn to interpret and enforce laws pertaining to use of city parks and public facilities and federal, state and local laws and regulations.

Learn and apply first-aid and CPR techniques.

Learn and apply practices and procedures to be used in emergency situations.

Learn public relations techniques.

Understand and carry out written and oral instructions.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Meet the physical requirements established by the department.

Communicate clearly and concisely, both orally and in writing.

Operate standard equipment and facilities required in the performance of assigned tasks.

Use and properly care for firearms.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear, accurate and grammatically correct written reports.

Learn to analyze situations quickly and objectively to determine and take emergency action.

Learn to identify potential crime situations or traffic hazards and take preventive action.

Learn to cope with adverse situations.

Maintain and promote positive public relations with citizens using city facilities.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured and deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrate intellectual capabilities during training and testing processes.*

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**Experience and Training Requirements**

**Experience:**

One year of public contact experience, preferably in the area of law enforcement.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

Possession of an appropriate, valid driver's license on the date of application.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of P.O.S.T. category I basic certification within one year of the date of hire, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

**Special Qualifications for Lateral Recruitments**

**Experience:**

Three years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

**Training:**

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

**License or Certificate**

Possession of an appropriate, valid driver's license on the date of application.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Work in an emergency peace control environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, running, crawling, climbing, stooping, lifting and standing for prolonged periods of time.

ARB  
REV 2/3/03  
FLSA & City: nonexempt

CSB 2/12/03